

Dear Sir/Madam

INTERNSHIP REQUEST - ND: HUMAN RESOURCE MANAGEMENT

NAME AND SURNAME	SABATHA SITHOLE
STUDENT NUMBER	172102816
ID NUMBER	901196286080

It is the policy of False Bay TVET College to allow N6 students, studying in the **Human Resource Management** programme, to gain hands-on experience in the business world. The internship programme has made an important contribution towards the development of our students.

This programme enables the student to exercise their skills and knowledge in the real world of business as it offers the student the opportunity to evaluate his/her learning in light of current business practices. The aim of the internship programme is to integrate the student's academic knowledge with work experience in the appropriate field.

According to the requirements of the Department of Higher Education and Training (DHET), for students to obtain their National Diploma, it is compulsory to do eighteen months' theory and an internship of eighteen months.

A **Human Resource Management** student must be exposed in the following areas in relation to their two majors: (Personnel Management & Labour Relations OR Personnel Management and Personnel Training).

The student will be in possession of a Logbook outlining areas to be exposed to/gain an understanding, as well as guidelines to employers and students. Evidence to be provided.

It would be highly appreciated if you could assist our student, by giving him/her the opportunity to do an internship at your company.

Thanking you for considering our students for their in-service training.

Yours faithfully

MALCOLM MEYER | DISTANCE LEARNING MANAGER (ACTING)

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higher education
& training
Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



COVER PAGE

SITHOLE

SABATHA

ADDRESS:-MEW WAY MONWABISI PARK

: M-SECTION

: KHAYELITSHA

: 7784

CONTACTS NUMBERS: - 0718411842

&0780852500

EMAIL: -sitholesabatha63@gmail.com

SUMMARY

Hardworking and enthusiastic False Bay College student working towards a Diploma in Human Resource Management. Seeking to use my superior knowledge of Computer skills, Personnel Management, Labour relations and my advanced Communication Skills to effectively serve your company in an internship position. Dedicated, hardworking, and committed to becoming a dependable and valuable team member.

EDUCATION

BADI S.S.S

15 JANUARY 2011 – 20JUNE 2012

I graduated at Badi Senior Secondary School with Matric certificate qualifying to further my studies in diploma.

False bay tvet college

15 January 2021- 27 December 2023

Where I obtained Three certificates: - N-4 Human Resource Management, N-5 Human Resource Management and N-6 Human Resource Management.

WORK EXPERIENCE

Santa Ana Spur

JOB TITLE - General Worker

23 September 2016– 07 April 2017

I was responsible for stock taking, cleaning, cooking food and bar tending.

REFERENCE

Contact number - 0214183620

Company - Securitas S.A

Job Title - Security Officer

REFERENCE

Aneez Swart Manager – 0716702857

Riaan Kampman Manager - 0839769368

07 April 2017 – I am currently working at Securitas S.A. Access control, responding to alarms, checking passes and issue passes escorting contractors working in critical spaces.

SKILLS

Basic Fire fighting, AED, First Aider, Investigation skills, Report writing, Access control, Emergency evacuation, Code 10 license.

ACADEMIC SKILLS

Microsoft PowerPoint, Microsoft Word, Microsoft excel, Critical thinking and problem-solving skills, Ability to work in a team, ability to work under pressure, effective time management, leadership skills, communication skills, creative problem-solving skills, customer service

HOBBIES

Reading books
Playing soccer
Long distance running